

24 JUL 1981

Skidmore, Owings & Merrill  
 1201 Connecticut Avenue, N.W.  
 Washington, D.C. 20036

Attention: Mr. Walter Arensberg

Gentlemen:

In response to your telecon on 21 July 1981, the following design requirements can be included in the Master Plan program:

1. Parking: Provide for an additional  parking spaces. ST
2. Functional Relationships: Although pedestrian access is required between the existing buildings and the new building(s), no particular function(s) require close proximity. The only exception to this is the Visitors' Center, which should have convenient access to all buildings except the Motor Pool and the Power House.
3. Building Module: Although a 3-foot building module can theoretically save space, our experience has shown that a 5-foot module provides a more practical solution. The space requirements by grade are as follows:

	<u>Supervision</u>	<u>Non-Supervision</u>
GS-01 to -06	N/A	60
GS-07 to -11	100	75
GS-12 to -13	150	100
GS-14 to -15	225	150
SIS-1 to -2	300	
SIS-3	350	
SIS-4 to -5	400	
EP-1	700	plus 500 Conference Room
EP-2	600	plus 400 Conference Room
EP-3	500	plus 300 Conference Room
EP-4	450	
EP-5	400	

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The other consideration for the building module is the desire for maximum clear spans in computer equipment areas.

4. Perimeter to Depth Ratio: The Agency has no firm requirement for this and will respond to your recommendations.
5. Project Phasing: There is no firm requirement for phasing ~~except~~ for that which may be proposed on the Scattergood Thorne property.
6. Old vs. New:
  - a. Loading Docks. All existing loading docks must remain in operation. However, access to the dock at Printing Services Building needs redesign to improve the operation.
  - b. Power Plant (separate or expansion). The Agency will respond to your recommendation following your utility survey.
  - c. Waste Disposal. No additional output is projected, but convenient transportation and disposal are important.
  - d. Existing Parking Lot. The only existing lot that should not be disturbed is the VIP lot in the front of the existing main building.
  - e. Existing Computer Facility. There is no proximity requirement for this facility with respect to the new building(s).
7. Circulation of Autos and People: Access to all existing buildings must be maintained during construction, but any existing road can be proposed to be rerouted. The enclosed drawing indicates personnel access to existing buildings. Exodus during lunchtime generates significantly less traffic flow than peak hour.
8. Floor-to-Floor Height: This requirement is predicated on the following height requirements.
  - a. Access Floor. 2'-0" in equipment areas and 1'-0" in office areas
  - b. Finished floor to finished ceiling height. 9'-6" in equipment areas and commercial standard for office area.

c. Utility Space Above Ceilings. The Agency will respond to your recommendations.

If additional data is needed on any of these items, please advise, and we will respond as quickly as possible.



Building Planning Staff

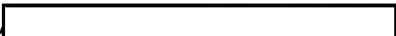
**Enclosure**

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